



Typing Certificate Information

TYPING CERTIFICATE CRITERIA

The ORIGINAL, unaltered typing certificate **MUST** be submitted at the time of application. The typing certificate must have been issued within the past two years and contain the following information:

1. The name of the applicant;
2. The date the typing skills test was administered;
3. The duration of the typing skills test (5 minutes minimum);
4. The gross words typed per minute;
5. The number of errors made (no more than 5 errors);
6. The net* words typed per minute; and
7. The name of the organization/agency and signature of the person administering the test.

Typing certificates **MUST** be obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification documentation in their normal course of business. Certificates obtained from the internet are **NOT ACCEPTABLE**.

*Net words per minute must be computed as follows: Gross words per minute minus 2 words penalty per error.

HOW TO SUBMIT

Applicants have the option of submitting:

- **In Person**
Applicants may submit his/her typing certificate in person. The typing speed will be recorded on the application and the certificate will be handed back to the applicant at that time.
- **By Mail**
Applicants may submit his/her typing certificate by mail. The typing speed will be recorded on the application and the certificate will be mailed back to the applicant.

TYPING REQUIREMENTS

The typing requirement may be different on each individual recruitment. A minimum typing speed of 30 net words per minute is required on some recruitments, and 50 or 60 new words on other recruitments. Please review each application for specific recruitment requirements.

COUNTY OF SAN DIEGO EMPLOYEES

If you are a County employee currently in a position that requires the same typing requirements for the job(s) for which you are applying, you do NOT need to submit a typing certificate.

WHERE TO OBTAIN A TYPING CERTIFICATE

Typing certificates may be obtained at any of the following Adult Education Centers and Employment Agencies listed below:

Location	Address	Cost	Phone Number
Centre City (San Diego Community College District Continuing Education)	1400 Park Blvd, Rm 203 San Diego, CA 92101	No Cost	619-388-4600
Cesar Chavez Center (San Diego Community College District Continuing Education)	1960 National Ave San Diego, CA 92113	No Cost	619-230-2895

Location	Address	Cost	Phone Number
Chula Vista Adult School	1034 4th Ave Chula Vista, CA 91911	\$6 - \$10	619-691-5760
Clairemont High School	3890 Modoc St San Diego, CA 92117	No Cost	619-221-6973
East County Regional Education Center	924 East Main St El Cajon, CA 92021	No Cost	619-590-3900
Foothills Adult Education Center	1550 Melody Lane El Cajon, CA 92019	\$5 Cash	619-401-4122
Mid-City (San Diego Community College District Continuing Education)	3792 Fairmont Ave, Rm 308 San Diego	No Cost	619-388-4500
Montgomery Adult School	3240 Palm Ave San Diego, CA 92154	\$10 Cash	619-628-3017
National City Adult Education Center	517 Mile of Cars Way, Rm 102 National City, CA 91950	\$6 - \$12	619-336-9400
Oceanside Unified School/Regional Occupation Program (ROP)	2111 Mission Ave, Bldg D, Rm C Oceanside, CA 92054	\$5 Cash	760-966-4444
Palomar College	1140 W Mission Rd San Marcos, CA 92069	\$5	760-744-1150 Ext 2497
San Ysidro Adult School	4220 Otay Mesa Rd San Ysidro, CA 92173	\$10	619-428-7200
South County Career Center	1111 Bay Blvd, Ste E Chula Vista, CA 91911	No Cost	619-424-1112
Vista Adult School/ROP	111 W California Ave Vista, CA 92084	\$5	760-758-7122
West City Center (San Diego Community College District Continuing Education)	3249 Fordham St San Diego, CA 92110	No Cost	619-221-6973
Westaff	1921 Palomar Oaks Way Carlsbad, CA 92008	\$10 Cash	760-579-0838
	9449 Balboa Ave, Ste 102 San Diego, CA 92123		858-576-1001